

**WISCONSIN MARRIAGE CERTIFICATE APPLICATION**  
(for Mail or In-Person Requests)

**TYPE or PRINT.**

**PENALTIES:** Any person who willfully and knowingly makes a false application for a marriage certificate shall be fined not more than \$1,000 or imprisoned not more than 90 days, or both, per s. 69.24(2), Wis. Stats. Any person who willfully and knowingly obtains a marriage certificate for fraudulent purposes is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1), Wis. Stats.].

<b>I. APPLICANT INFORMATION</b>	<b>The information in Section I is about the person completing this application.</b>					
	YOUR CURRENT NAME - First Middle Last			YOUR DAYTIME TELEPHONE NUMBER ( )		
	YOUR STREET ADDRESS (CANNOT be a P.O. Box address) Apt. No.			MAIL TO ADDRESS (if different) Apt. No.		
	City, Village, or Township		State	ZIP Code	City	State ZIP Code
	TYPE OF CURRENT VALID PHOTO ID (See item 4 on page 2.)		PHOTO ID NUMBER		STATE OF ISSUANCE (Indicate country, if not issued in U.S.A.)	
EXPIRATION DATE						

<b>II. APPLICANT'S RELATIONSHIP TO PERSON(S) NAMED ON THE CERTIFICATE</b>	<b>According to Wisconsin Statute, a CERTIFIED copy of a marriage certificate is only available to those with a "direct and tangible interest" (categories A – E below.) You may select to receive an uncertified copy if you just need a copy for informational purposes OR if you do not meet the criteria for categories A–E. In that case, you may check category F below. (See item 1 on page 2 for more details.)</b>	
	<b>Check one box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the marriage certificate.</b>	
	<input type="checkbox"/> A. I am one of the PERSONS NAMED on the marriage certificate. <input type="checkbox"/> B. I am a <b>member of the immediate family</b> of one of the PERSONS NAMED on the marriage certificate. (Only those listed below qualify as immediate family. NOTE: Grandchildren, step-parents, and step-children may only obtain certified copies as C – E.) CHECK ONE. <input type="checkbox"/> Parent (whose name is on the bride's or groom's birth certificate and whose parental rights have <u>not</u> been terminated) <input type="checkbox"/> Current Spouse <input type="checkbox"/> Brother / Sister <input type="checkbox"/> Grandparent <input type="checkbox"/> Child <input type="checkbox"/> Current Domestic Partner (registered in the Wis. Vital Records System) <input type="checkbox"/> C. I am the <b>legal custodian or guardian</b> of one of the PERSONS NAMED on the marriage certificate. (Legal proof is required. See item 1 on page 2.) <input type="checkbox"/> D. I am a <b>representative authorized</b> , in writing, by any of the aforementioned (categories A - C). (The written, <b>NOTARIZED</b> authorization must accompany this application. See item 1 on page 2.) Specify whom you represent. _____ <input type="checkbox"/> E. I can demonstrate that the information from the marriage certificate is necessary for the <b>determination or protection of a personal or property right</b> for myself/my client/my agency. (Proof is required.) Specify interest. _____ <input type="checkbox"/> F. Uncertified copy (informational purposes only; not valid for legal purposes) – Persons not in categories A – E above OR who do not need a copy for legal purposes. (See item 1 on page 2.)	
<b>PURPOSE FOR WHICH CERTIFICATE IS REQUESTED</b> (Specify. This information will assist us in processing your request.)		

<b>III. FEES</b>	<b>FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE NOT ACCEPTED.</b>	
	<input checked="" type="checkbox"/> Search Fee (includes one copy, if found) .....	\$ 20.00 20.00
	<input type="checkbox"/> Each additional copy of the same record, issued at the same time as the first copy ...	X \$ 3.00
Number of Additional Copies		<b>TOTAL</b> .....

Make check or money order payable to: <b>(COUNTY) Register of Deeds</b>	Mail your application materials and fee to: <b>Please check with local county or <a href="http://www.wrdaonline.org/vitalrecord">www.wrdaonline.org/vitalrecord</a> as some counties require money order.</b> <b>Be sure to include</b> (1) completed form, (2) acceptable identification, (3) any additional proof or authorization required, (4) self-addressed, business-size envelope, and (5) check or money order.
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<b>IV. MARRIAGE INFORMATION</b>	GROOM'S BIRTH NAME - First Middle BIRTH Last Name (as it appears on his birth certificate)	
	BRIDE'S BIRTH NAME - First Middle BIRTH Last Name (as it appears on her birth certificate)	
	LOCATION OF MARRIAGE – City, Village, or Township	LOCATION OF MARRIAGE - County DATE OF MARRIAGE (Month/Day/Year)

<b>I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to copies of the requested marriage certificate in accordance with the categories listed above.</b>	
<b>SIGNATURE</b> - Applicant (Person Completing Application)	Date Signed (Month / Day / Year)

<b>VITAL RECORDS OFFICE USE ONLY</b>	<b>Certificate Number</b>
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**1. What is the difference between a “certified” and an “uncertified” copy of a marriage certificate?**

A **certified** copy of a marriage certificate issued by the Local Vital Records Office will have a raised seal, will show the signature of the Local Registrar, and will be printed on security paper. A certified copy may be required to change your last name or to obtain benefits.

State law restricts who may obtain a **certified** copy of a marriage certificate. A **certified** copy can only be issued to those people with a “direct and tangible interest” (section II, categories A – E) which means the following people:

- The bride or groom named on the marriage certificate (section II, category A).
- An immediate family member, defined as current spouse, current domestic partner (Declaration of Domestic Partnership registered in the Wis. Vital Records System under Chapter 770, Wis. Stats.), child, or parent (whose name is on the bride's or groom's birth certificate and whose parental rights have not been terminated), brother/sister, or grandparent of a subject of the record (section II, category B).
- NOTE: Grandchildren, step-parents, and step-children can only obtain certified copies as C – E.
- The legal custodian or guardian of the bride or groom named on the marriage certificate. Legal proof, e.g., a court order of custody or guardianship, is required. (section II, category C).
- A person authorized in writing by one of the above. Written authorization with NOTARIZED signatures must accompany the application and the authorization must clearly state the relationship of the authorizing party to the subject of the record (section II, category D).
- A person who can demonstrate that the marriage certificate is required to determine or to protect a personal or property right (section II, category E). Proof is required.

If you do not meet one of the above criteria, you cannot receive a **certified** copy of a marriage certificate.

An **uncertified** copy will contain the same information as a certified copy but it is **not** acceptable for legal purposes, such as claiming insurance benefits (section II, category F).

**2 What identification is required when applying for a certified or uncertified copy of a marriage certificate?**

A current valid photo ID, such as a driver's license, containing a picture, a current address, and an expiration date is required when applying in person. A photocopy of the applicant's current valid photo ID must accompany all mail applications.